



# *Townsend Junior High School*

15359 Illex Drive Chino Hills, CA 91709 (909) 591-2161 FAX (909) 548-6057



---

## English Language Arts Distance Learning Syllabus

**August 10, 2020**

Dear Parents and Students,

Welcome to the 2020-2021 school year! Please check your school email daily via Office 365 for updates from me. Also, please check my class page on the Townsend website to find out how you will submit your work.

### **Virtual Office Hours:**

I will be available via phone at **(909) 591-2161 x 7161**, via email at [Alison.Bales@chino.k12.ca.us](mailto:Alison.Bales@chino.k12.ca.us), Google Meets or through Aeries portal communication.

**Tuesday, Wednesday 7:45-8:30 a.m.**

**Thursday, Friday 1:45-2:30 p.m.**

### **INTRODUCTION:**

The ELA Department will be focusing on the grade level essential standards. Students will be learning through a variety of instruction.

- Assignments will be posted daily unless they are multi-day assignments.
- Tests/quizzes (assessments) will also be completed online.
- Online programs via class link (HRW, Office 365, Google Classroom, Common Lit, iXL) will be used to submit assignments.
- Grades will be posted in Aeries portal- Please go to Townsend's website to sign up.
- You will receive monthly grade reports.
- Feedback will be provided through my office hour contacts and emails.

### **ASSIGNMENT POLICY**

- Assignments and assessments must be finished and submitted by the time indicated for credit.
- Any written essays/text must be in MLA Format (Times New Roman, size 12 font, double spaced)
- Assessments will be assigned at the end of unit.

Assignments will not always be in the form of writing or worksheets. Students will be required to read every day. Students will gather research via text or internet. Students will also be expected to respond to homework assignments via online through the district website (ie. Office 365, Google Classroom, and HRW). All students have an account to login. Please see my class page for instructions.

**Grading Scale:**

90% - 100%	=	A
80% - 89.9%	=	B
70% - 79.9%	=	C
60% - 69.9%	=	D
0% - 59.9%	=	F

**CITIZENSHIP/WORK HABITS GRADE (O, S, N, U)**

- Assignments are returned on time
- Be organized and be ready to work
- Be courteous and helpful to classmates and teacher
- Is thoughtful before speaking and stays on topic
- Reliable, dependable

These grades are equally important. These grades indicate overall character, effort, organization, cooperation, and perseverance.

**Google Classroom Expectations**

All online classes are 80 minutes long. Please refer to your schedule for class times throughout the week.

1. Students will **log on ClassLink** (via Townsend's website) and **click Google Classroom** icon.
2. **Mute your microphone** when you join the class.
3. **Turn on camera** for entire class period.
4. Be focused. Pay attention. Be ready to participate.
5. Be respectful-Raise hand and wait to be called on.
6. Inappropriate comments and class disruptions will not be tolerated.
7. Students will be given independent classwork and assigned homework.

**Daily Materials needed:**

- ELA textbook and Close Reader
- Spiral bound Notebook
- Pencil & eraser
- Highlighter or colored pencils
- Agenda

**Computer Procedures/Consequences:**

It is required that students stay on the computer assignments given. Surfing the web, looking at images, and playing games is not tolerated. If computer behaviors are not respectful and not compliant with the rules, parents will be contacted.

**AT-HOME ADULT SUPPORT**

Please encourage your student to complete assignments in a quiet place. Since we are not in class, your home is the classroom. I understand this task may be difficult, however, creating a routine that is similar to the school day will help your student maintain normalcy for the academic day. Manageable chunks that resemble the school day schedule may keep students from feeling overwhelmed.

Also, please encourage your student to ask questions during my office hours. I encourage your student to be the one to reach out to me with questions. I will do my best to respond in a timely manner to student and parent emails.

Sincerely,

*Alison Bales*

Dear Parents and Students,

Please complete, sign and email back to me.

1. What is the best number to reach you at? \_\_\_\_\_
2. What is best time to contact you? \_\_\_\_\_
3. What is your email address? \_\_\_\_\_
4. Does your child have computer? \_\_\_\_\_
5. Does your child have printer? \_\_\_\_\_
6. Does your child have any allergies? \_\_\_\_\_
7. What else do you want me to know about your child? Personality traits? Preferred Learning style?  
Interest Areas? \_\_\_\_\_

---

---

---

---

---

---

---

---

Parent signature \_\_\_\_\_

Date: \_\_\_\_\_

Student Name \_\_\_\_\_

Date: \_\_\_\_\_

Thanks,

*Alison Bales*